

	<h1>HOUSING OPTIONS</h1> <h2>Procedures Manual</h2>	
TITLE:	MANAGEMENT OR FAST TRACK TRANSFERS	
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MANAGEMENT TRANSFERS

- 1.1** The council's Housing Options team cannot agree management transfers, since only a Housing Association landlord can be in a position to assess whether a Management Transfer is justified.
- 1.2** While East Herts Council is not in a position to fully assess whether a Management Transfer/Fast Track move is justified there is an agreed process on how a Management Transfer/Fast Track move is requested.
- 1.3** Management Transfer/Fast Track moves are only awarded in exceptional circumstances where no other housing solution is possible and where an applicant's circumstances are such that they need urgent housing, and no alternative housing solution is possible under the points based Choice Based Letting scheme. Where it is impossible for the tenant to live in their present accommodation or return home due to any reason which has been reviewed, corroborated and

confirmed by the referring Housing Association. All other options must have been explored and the only means of resolving the problem is through a Management Transfer/Fast Track move. Such cases require a report from the RP/Landlord recommending a transfer which outlines the risk and the reason a Management Transfer/ Fast Track move has been awarded. A copy of the report should be sent to East Herts Council's Housing Needs Manager following a full investigation of the case.

- 1.4** A Management Transfer should only be considered in the following circumstances:
- Severe harassment
 - Severe violence
 - Structural damage to a property or a condition that makes the property uninhabitable.
- 1.5** Other causes for a tenant requiring an urgent move e.g. health are covered in the Housing Register and Allocations Policy.
- 1.6** The Management / Fast Track transfer policy provides a means of protecting local people at risk.
- 1.7** The Management Transfer / Fast Track policy also plays a role in the Council's Homelessness Strategy, Housing Register and Allocations Policy and also the Community Safety Partnership.
- 1.8** Once the need for a management transfer has been accepted in line with the Housing Association's own policies

and procedures, the Housing Association will facilitate a housing register application if the tenant is not already on the register, and send all the details to the Housing Options team. Any recommendations as to areas where it would not be desirable for the tenant to be housed, from either the Housing Association or the police, will also be included.

- 1.9** The Housing Options team will prioritise processing of the housing application, and the Housing Needs Manager will award social points to a sufficient level to ensure a successful expression of interest on HomeOption, the council's choice-based lettings system.

- 1.10** The Housing Needs Manager will write to the applicant explaining the procedure and that it will be monitored both for unsuitable expressions of interest and to make sure the applicant is expressing interest in available vacancies.

- 1.11** Where an applicant is expressing interest for a property in an area which had been identified as unsafe, the bid would be considered ineligible if successful.

- 1.12** The next four bidding cycles after acceptance will be monitored and where applicants do not express interest in suitable properties the Housing Association will be informed so that their eligibility for a Management Transfer can be reassessed.